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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 10 September 1953

FROM : Comptroller

SUBJECT: Reclassification of Staff Secretary Positions - Office
of the Comptroller

1. It is requested that you review the following two secretarial positions in the Office of the Comptroller for reclassification from GS-5 to GS-6 Secretary (steno):

	<u>T/O Slot</u>	<u>Present</u>	<u>Proposed</u>
	<u>Number</u>	<u>Grade</u>	<u>Grade</u>
Secretary (steno) to Chief, Technical Accounting Staff	M 193	GS-5	GS-6
Secretary (steno) to Chief, Program Analysis Staff	M 248	GS-5	GS-6

2. It is felt that the duties of these positions, as shown on the attached position descriptions, warrant reclassification to the requested grade level.

3. If approved, the cost of the reclassification can be absorbed within the budget allocation of this Office.


E. R. SAUNDERS

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Attachments (2)

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT